



VISA CLERK

The U.S. Consulate in Sydney is seeking an individual for the position of Visa Clerk in the Consular Section.

Salary: A\$53,666 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Two years experience in clerical work is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. The ability to apply good judgment in evaluating evidence and apply complex regulations is required.
5. Computer skills including word processing and the ability to type 30 wpm is required. This will be tested.
6. Proven customer service skills including exercising tact and good judgment as well as the ability to work under pressure in close cooperation with a team is required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19 – 29 Martin Place SYDNEY NSW 2000 by **C.O.B. February 18, 2011.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: VISA CLERK	POSITION GRADE LE- 6 (STARTING SALARY A\$53,666)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Responds to a wide range of visa inquiries from public and provides assistance with the initial review and processing of visa applications.

Major Duties and Responsibilities

- Using several electronic and manual information systems, responds promptly and courteously to inquiries received by telephone, mail, email, and fax about visa qualifications, the application process, and a wide range of other nonimmigrant and immigrant visa matters. Recognizes and refers difficult or misdirected queries to appropriate staff members. Moves information, including printed materials and correspondence, quickly and efficiently through the section. Assists Information Unit supervisor in updating and maintaining information materials, including Mission website and public information sheets.
- Reviews visa applications for completeness and accuracy. Makes preliminary assessment of the qualifications of each applicant, recognizing applicants who are specifically barred by the Immigration and Nationality Act, who require special clearances, who do not need a visa, who must pay a fee for a visa or who have not established entitlement to visa status or to a particular category of visa. Flags any aspects of a case requiring special attention by the adjudicating officer. Returns passports with issued visas by the appropriate means.
- Enters relevant data of each visa applicant into various consular systems for name checking. Checks data before printing and ensures that the application has been adjudicated by a consular officer. Enters new information at the request of a Consular Officer.
- Operates visa printing equipment, issuing visas as designated on application form following proper adjudication and approval by a consular officer. Includes annotations to visas when authorized.
- Other duties as assigned by the consular officer or appropriate supervisor.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference

must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

THE DEADLINE FOR APPLICATIONS IS C.O.B. FEBRUARY 18, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References